

DRAFT

AR-07 **ABBREVIATED REPORT FORMAT** **for Generic Investigation or Corrective Action Activities**

(This format may be appropriate for Soil Borings, Monitoring Well Installation, Test Pits, Groundwater Sampling, Monitored Natural Attenuation, Soil Removal, Well Abandonment, System Removal, and Free-Product Recovery)

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (PRS)
(Revised September 1, 2005)

An outline has been developed by PRS to illustrate basic information an *Abbreviated Report for Specific Remedial Investigation or Corrective Action Activities* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, and when a more meaningful summary report containing background information will be generated after performance of the requested work or at a future date. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for various remedial investigation or corrective action-related tasks when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by PRS, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.1 Date
- 1.2 Owner/Operator's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Activity Report** for [specify task] for the petroleum release at) and facility information (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that were conducted. Include the title and date of approved CAP.
- 1.6 Scope and temporal summary paragraph specifying the task(s) that was conducted, when it was conducted, and if applicable, the number and location of environmental samples collected, and laboratory analysis conducted.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY REPORT, CONCLUSIONS, AND RECOMMENDATIONS (if applicable)

- 2.1 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.2 Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.3 Description of any issues (i.e. damaged monitoring wells; couldn't sample some wells; sample preservation, holding, analytical issues or anomalous data trends).

3.0 CONCLUSIONS AND RECOMMENDATIONS (if applicable)

- 3.1 Conclusions. (Provide a brief conclusions paragraph. If more than a brief paragraph appears necessary, contact the PRS project manager).
- 3.2 Recommendations. (Provide a brief list of recommendations, if appropriate. If more than a brief list appears to be necessary, contact the PRS project manager).